



OFFICE OF CITY CLERK

MARIE BALTHROP, TRMC/CMC, CITY CLERK
ERIN HAM, DEPUTY CITY CLERK

10+ Outdoor Event Permit Application

Whereas, Governor Abbott has issued a disaster proclamation on March 13, 2020, certifying under Section 418.014 of the Texas Government Code that the novel coronavirus (COVID-19) poses an imminent threat of disaster for all counties in the State of Texas and the order is continuing; and,

Whereas, Governor Abbott issued GA-29 which limits the number of outdoor gatherings to no more 10 individuals; and,

Whereas, GA-29 provides the Mayor may grant an application for individuals to gather more than 10 people, subject to the restrictions within this permit.

Now therefore, this application is hereby in effect for outdoor events of more than 10 people.

Please read the following instructions and information to ensure timely receipt of your permit.

An application provided to the City Clerk must be completed in detail with the required information:

- Full name of applicant (individual or other entity)
- Address of applicant or address of headquarters of the non-individual applicant. If the applicant is not an individual, please also indicate the state in which the entity is organized
- Driver's license, or state identification number of individual applicant or employer identification number if the applicant is not an individual
- Full and complete description of the event including the type of event, beginning and ending time of the event, and the estimated number of people.
- Address where the event will occur.
- Applicant's signature if an individual, or partner's signature if a partnership, by the president or vice-president if a corporation, or by an authorized officer if an association (please include title)

Additional Information:

- ❖ Applicant understands and agrees that by signing below, the Mayor is under no obligation to agree to sign this application.
- ❖ Applicant understands and agrees to follow all recommendations to the best of their ability in the attached Exhibit A.
- ❖ Applicant understands and agrees that the Mayor, City, its agents, and employees are not liable for any and all claims, damages, losses, and expense (including, but not limited to, attorney's fees), arising out of or resulting from the event, sustained by any person or persons, provided that any such claim, damage, loss or expense is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of property caused by the tortious act or negligent act or omission of Applicant or its agents, or employees.
- ❖ Applicant understands and agrees to maintain a six-foot social distancing requirement at the event. Masks are highly recommended.
- ❖ Allow at least 7-10 business days to process the application. We cannot guarantee any applications requiring a start date sooner than 7-10 business days will be available by your requested start date.

Please return this form to the City Clerk's Office at 1300 7th St Room 104 Wichita Falls, TX 76301 or via email at city-clerk@wichitafallstx.gov



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Applicant Name: _____

Identification number: _____ Type (please select): DL ID EIN

Applicant Phone Number: _____

Applicant Email Address: _____

Applicant Address: _____

City: _____

State: _____

Zip: _____

Address where event will be conducted: _____

Please give a complete description of the event including type of event, how social distancing requirements will be maintained, the beginning and ending time and date of the event, and an estimated number of people.



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I have read the above instructions and information and agree to follow all requirements herein. _____ (Initial)

I hereby declare that the above information is correct and true.

Signature

Printed Name

Date

Title

Office Use Only

City Clerk: _____

Date: _____

Mayor: _____

Date: _____

Approved: _____

Denied: _____



City of Wichita Falls

Wichita Falls-Wichita County Public Health District

1700 Third St. | Wichita Falls, TX 76301 | 940-761-7800 | www.health.wichitafallstx.gov

Exhibit A

Recommended Guidelines for Outdoor Gatherings and Events

Health Protocols for Employees, Contractors, and Volunteers:

- Train all individuals on proper cleaning/disinfecting, respiratory etiquette including wearing masks properly, and hand hygiene.
- Screen employees and contractors:
 - Send home any employee or contractor who has any of the following new or worsening signs or symptoms of possible COVID-19:
 - Cough
 - Shortness of breath or difficulty breathing
 - Chills - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat
 - Loss of taste or smell
 - Diarrhea
 - Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
 - Known close contact with a person who is lab confirmed to have COVID-19
- Require social distancing between workers and between workers and patrons. When distancing is not feasible other measures such as face coverings should be in place.
- Require masks or facial coverings for all employees.
- Arrange employee shifts to minimize unnecessary gatherings of employees in common areas and minimize contact between individuals.
- Require handwashing at the beginning and end of each shift and encourage frequent handwashing throughout the event.

Health Protocols for Your Facility:

- Place signage at entrances and throughout the event reminding patrons of best hygiene practices.
- Encourage good hand hygiene by placing multiple easily-accessible hand-sanitizer stations throughout the venue for individual use and adequately stocking hand-wash sinks with soap and paper towels.
- Require or encourage the use of facial coverings for all attendees; instruct employees on how to recognize if an individual is unable to wear a mask due to their age or medical condition.
- In areas where social distancing is not possible, consider engineering controls like plexi-glass dividers.
- Clean and sanitize the facility regularly, especially frequently touched surfaces, such as door handles.

Occupancy/Group Size:



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- Outside facilities there is no limit to the number of individuals provided there is enough space for proper social distancing. Outdoor events with an estimated attendance greater than 100 people must have permission from the local authorities to hold the event.
- Individual groups may not exceed 10 people and should include only household members or people who travel together to the event.
- Organize the facility to ensure that there is at least 6 ft. social distancing space between individual groups.
- When seating is arranged in rows at least two empty seats must be left between groups and alternate rows

Food/ Beverages:

- Use single use and disposable items such as silverware, menus, or condiments and only provide them upon request.
- Consider providing meals that are individually pre-packaged. Buffet style meals should be served by employees rather than patrons. Employees/servers should wash their hands between serving different groups.
- Touchless payment options are preferred.

For More Information:

Texas Guidelines:

<https://open.texas.gov/uploads/files/organization/opentexas/OpenTexas-Checklist-Employers.pdf>

<https://open.texas.gov/uploads/files/organization/opentexas/OpenTexas-Checklist-Outdoor-Events.pdf>

<https://open.texas.gov/uploads/files/organization/opentexas/OpenTexas-Checklist-Individuals.pdf>

CDC Guidelines:

<https://www.cdc.gov/coronavirus/2019-ncov/community/large-events/index.html>

<https://www.cdc.gov/coronavirus/2019-ncov/community/large-events/event-planners-and-attendees-faq.html>